

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-847

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY ANNE ARUNDEL COUNTY DETENTION CENTER

DIVISION

Item No.	Description	Retention
	<u>THIS SCHEDULE SUPERCEDES SCHEDULE C-626</u>	
1.	In Custody Records Files pertaining to inmates committed to the Ordinance Road Correctional Center (ORCC) or Jennifer Road Detention Center (JRDC), including documents generated by the courts and those generated internally. In-custody commitment records include: <ul style="list-style-type: none">• Classification File• Classification/Work Release File• House Arrest File• Day Reporting File Medical Records	 Files are retained 10 years beyond the year of discharge, then destroyed. Files are retained 10 years beyond the year of discharge, then destroyed
2.	Out of Custody Records Files pertaining to inmates participating in JRDC/ORCC programs not in custody. Out of Custody records include: <ul style="list-style-type: none">• Pretrial files/supervision• House Arrest Files — non-committed• Community Service Files	 Files are retained 10 years beyond the year of discharge, then destroyed.

Schedule Approved by
Records Management Officer

10/19/98
Date

Zani W. Parker
Signature

Schedule Approved by
Chief Administrative Officer

Date

Signature

Schedule Approved by
Agency, or Division Representative

10/15/98
Date

Richard J. Baker
Signature

Schedule Approved by
State Archivist

NOV 30 1998
Date

Edward C. Papenfuss
Signature

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

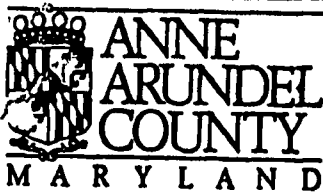
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Item No.	Description	Retention
3.	Administrative Records Files pertaining to all standard personnel forms. Administrative Records include: <ul style="list-style-type: none"> Employee Files Medical Files Training Files Time and Attendance Records Expungements Finance/Budget: <ul style="list-style-type: none"> Purchase Orders Billing Invoices Expenses/Travel Mileage Reports Volunteer Files Recruitment/Interview Files 	<p>Files are retained for a 10 year period beyond the year of termination, then destroyed.</p> <p>Files are maintained for 3 years, then destroyed.</p> <p>Files are retained for a 15 year period, then destroyed.</p> <p>Maintained 1 year then destroyed.</p> <p>Files are retained for 10 years past termination of services, then destroyed.</p> <p>Files are retained for 10 years, then destroyed.</p>



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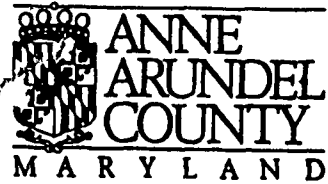
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Item No.	Description	Retention
4.	Regulatory Records Files used for administrative purpose which are required by MCCS and ACA. <ul style="list-style-type: none">• Standards Files• Audited Special Reports/Files House Bill 474	 Retained through the following Audit, then destroyed. Retained 3 years beyond Audit, then destroyed.
5.	Operational Reports Paper documents that cannot be electronically reproduced, but are generated during the course of daily operations, to include: <ul style="list-style-type: none">• Shift Commander's Report• Tour Reports	 Maintained through Audit by CJIS, then destroyed. Reports are maintained 4 years then destroyed. Maintained 4 years, then destroyed.



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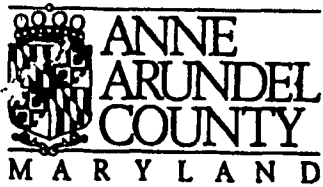
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Item No.	Description	Retention
	<ul style="list-style-type: none">• Classification Hearing Results• Day-for-Day Report• Discharge List• Additional Charge List• Incident Reports not filed in Standards Files• Parole and Probation List• DOC List• Arrest to Arraign Report• State Pay List• Felon Reports• Weekenders List	Reports are maintained for 1 floating year then destroyed.
	<ul style="list-style-type: none">• Security Briets	Retained 3 years then destroyed.
	<ul style="list-style-type: none">• Work Lists	Retained 6 years; then destroyed.
	<ul style="list-style-type: none">• Maryland State Jail Stats	Maintained on file at Facility. Destroyed after 50 years.
6.	Inmate Accounting <ul style="list-style-type: none">• Inmate Accounts	Maintained 4 years then destroyed.



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Item No.	Description	Retention
7.	Automated Records (Jail Management System) <ul style="list-style-type: none">• JAIL (Jail Booking Record)• JCGH (Jail Charge Records)• JDSP (Jail Disciplinary Records)• JMED/JXMD (Jail Medical Transactions)• CTRK (Court Tracking Records)• JEVT (Jail Event Records)• JCLS (Jail Classification Records)	Retained permanently and eventually transferred to State archives.